

NO-FEE PASSPORT APPLICATION INSTRUCTIONS FOR DEPENDENTS

(EFFECTIVE 14 OCT 2009)

PLEASE FOLLOW THESE INSTRUCTIONS, STEP BY STEP

- Go to <http://travel.state.gov/passport>
- SELECT APPROPRIATE PASSPORT BOOK (First time adult applicant, renewal, minor)
- ALL APPLICATIONS (DS 11 & DS 82-Renewal) MUST BE FILLED OUT ON LINE, PRINTED AND SUBMITTED TO THE BASE PASSPORT AGENT:
 - MSgt Cynetta Williams or SSgt Sunshine Mendez
 - 127 FSS/Passport Agent
 - 29423 George Ave, Bldg 304
 - (586) 239-6008 or -6181
 - Walk-In Acceptance Hours Tuesdays 0900-1500
- PLEASE ENSURE 2 BARCODES ARE PRINTED ON THE APPLICATION.
- FOR THE MAILING ADDRESS PUT 29423 GEORGE AVENUE (STREET) BLDG 304 (APT) SELFRIDGE ANGB (CITY) 48045
- IN CARE OF: PUT "FORCE SUPPORT SQUADRON"
- PUT YOUR OCCUPATION WHERE IT ASKS (PUT UNEMPLOYED IF APPLICABLE)
- PUT MICHIGAN AIR NATIONAL GUARD AS EMPLOYER OR WHATEVER COMPONENT APPLIES
- FOR PERMANENT ADDRESS PUT YOUR CURRENT HOME RESIDENCE
- PUT AT LEAST (2) TWO NUMBERS WHERE IT ASKS FOR CONTACT NUMBERS. HOME AND SELFRIDGE WORK (586) 239-XXXX
- LEAVE TRAVEL PLANS BLANK
- FEMALES: PLEASE INCLUDE FULL MAIDEN NAME WHERE IT ASKS WHAT OTHER NAMES YOU HAVE USED

DON'T SIGN UNTIL YOU SUBMIT IT TO PASSPORT AGENT!!

- **SUBMIT (2) TWO PASSPORT PHOTOS FOR EACH APPLICATION**
- PHOTOS MUST BE 2"x2", PROPER ATTIRE AND MUST BE RECENT WITHIN 6 MONTHS
- NO MILITARY UNIFORM
- NO HAT OR OTHER HEADGEAR, UNLESS PART OF RELIGIOUS ATTIRE THAT IS WORN DAILY.
- NO DARK GLASSES OR NONPRESCRIPTION GLASSES WITH TINTED LENSES
- IF YOU ARE SUBMITTING THE DS-82-Renewal, YOU WILL HAVE TO SUBMIT YOUR CIVILIAN OR MILITARY PASSPORT WITH THE APPLICATION OR YOU CAN SUBMIT THE DS-11 ALONG WITH YOUR ORIGINAL BIRTH CERTIFICATE, COPY OF MILITARY ID, SPONSOR'S MILITARY ID, AND DRIVER'S LICENSE
- SUBMIT A PHOTO COPY (FRONT AND BACK) OF YOUR MILITARY ID

- FOR FEMALES, IF YOU ARE MARRIED AND HAVE CHANGED YOUR LAST NAME, ORIGINAL MARRIAGE LICENSE WILL HAVE TO BE SUBMITTED WITH APPLICATION.
- BIRTH DOCUMENTS/NATURALIZATION CERTIFICATE (IF APPLICABLE) AND MARRIAGE LICENSES MUST BE ORIGINAL DOCUMENTS WITH A RAISED SEAL (YOU WILL GET THEM BACK WHEN PASSPORT HAS BEEN ISSUED)
- APPLICATIONS CAN NOT HAVE ANY HANDWRITTEN CORRECTIONS
- IF YOU HAVE PREVIOUSLY HAD A PASSPORT (MILITARY OR CIVILIAN) BUT IT IS LOST, FILL OUT AND SUBMIT A DS-64 (LOST OR STOLEN PASSPORT) AND YOU HAVE TO SUBMIT THE DS-11 WITH A BIRTH CERTIFICATE
- PLEASE CHECK FOR SPELLING ERRORS ON APPLICATIONS
- *NOTE: YOUR SPOUSE'S UNIT WILL GENERATE THE DD 1056 AND PROVIDE A COPY OF THE SPONSOR'S ORDERS
- **NOTE: PASSPORT APPLICATIONS TAKE APPROXIMATELY 6-8 WEEKS TO PROCESS. IF A PASSPORT IS NEEDED BEFORE THEN, AN EXPEDITE LETTER WILL HAVE TO ACCOMPANY THE APPLICATION-Go to: <http://www.127wg.af.mil/> for a sample of the expedite letter, under ID Card Information
- ***NOTE: SOME COUNTRIES REQUIRE A VISA STAMP. IF GETTING A PASSPORT FOR A SPECIFIC LOCATION, PLEASE INFORM THE BASE PASSPORT AGENT WHEN SUBMITTING THE APPLICATION TO SEE IF A VISA IS NEEDED.
- ****NOTE: FOR CHILDREN UNDER 16 YEARS OF AGE REQUIRING A PASSPORT, BOTH PARENTS HAVE TO SIGN THE DS-11 OR DS-82. IF THE SPONSOR (NORMALLY FATHER) CAN NOT SIGN THE FORM THEN HE WILL HAVE TO SIGN A DS-3053 AND GET IT NOTARIZED. ORIGINAL BIRTH CERTIFICATES FOR THE CHILDREN WILL HAVE TO BE SUBMITTED ALSO
- *****NOTE: A COPY OF THE SPONSOR'S ASSIGNMENT ORDER IS REQUIRED TO BE SUBMITTED WITH THE PASSPORT APPLICATION. THE STATE DEPARTMENT WILL NOT ISSUE A PASSPORT WITHOUT ONE

PLEASE CALL MSGT CYNETTA WILLIAMS or SSGT SUNSHINE MENDEZ @586-239-6008 or 6181, FOR
QUESTIONS OR CONCERNS

E-MAIL ADDRESS: cynetta.williams@ang.af.mil or sunshine.mendez@ang.af.mil